

POLICY TITLE: Employment: Probation			NUMBER 103.00
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Policy Statement: It is the policy of the City of Houston that each individual who is newly employed in a classified or Civil Service position shall serve a probationary period of twelve (12) consecutive months. Each such employee shall complete the twelve (12) month probationary period which shall be regarded as a working test period, before being considered a permanent Civil Service employee.

A probationary period of twelve (12) months shall also be imposed on a former City employee who is re-employed into the Civil Service structure by the City of Houston. Before being eligible for re-employment, however, the former employee's record must reflect the following:

- 1) That (s)he left the service of the City either voluntarily or involuntarily in good standing and as a result of layoff or other reason not reflective of performance; and
- 2) That (s)he successfully completed full employment probation during the previous employment tenure with the City; and
- 3) That (s)he otherwise meets all minimum eligibility requirements for re-employment and of the position for which application is made.

It is further policy that a probationary period of six (6) months shall be imposed on employees who are promoted, with such a probation intended as an effectiveness indicator for the measurement of performance in the new duties. If an employee is promoted during the new employment or re-employment probationary period, both probationary periods must be satisfied and may run concurrently.

Policy Basis: Section 12-122 through Section 12-125 of the City Code of Ordinances with revisions as appropriate.

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Policy Amplification: For probationary employment periods, the following shall apply:

- 1) Service Ratings During Probation - During a probationary period the department head or appropriate supervisor shall observe the performance and conduct of the employee and shall administer a written performance review following the fifth and eleventh month of the probation in effect. The department head or his representative shall counsel with the employee concerning satisfactory or unsatisfactory performance prior and proximate to the conduct of each such performance review respectively.
- 2) Nonpaid Absence During Probation - If an employee is absent without pay for any reason from his/her work for a period of seven (7) or more days during the probationary period, the time absent in excess of seven (7) days shall not count as a part of the period of probation and the employee will be required to serve that additional time as part of the probationary period.
- 3) Extension of Probation - Where necessary and as a result of employee discipline or lacking performance, the department/division director may, upon written notice to and approval of the Director of Personnel, extend an employee's probation for a period not to exceed a total of sixty (60) days.
- 4) Removals During Probation - If a department head or designate deems a probationary employee unable or unwilling to render satisfactory service, or for sufficient other cause, the department head or designate, upon submitted recommendation to and with the subsequent approval of the Director of Personnel, may remove such employee upon written notice to the Commission. When an employee is so removed for cause during probation, the affected employee shall not be entitled to a review by the Civil Service Commission. At a regularly scheduled meeting the, Civil Service Commission will be notified of any termination of a probationary employee.

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If an employee is removed during probation, for reasons other than misconduct, from a position to which he/she has been promoted, the employee shall be placed in a position equivalent to their former classification within the department where the promotion took place. If such a position is not available, the employee shall then be referred to the Personnel Department where an attempt will be made to place the employee in a position equivalent to their former position Citywide. Should that not be practical, the employee shall then be offered a lower level position (demotion) Citywide. Should the employee refuse demotion, the final alternative shall be termination.

Policy Compliance: All employees through the department/division director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.